

**APPROVED MINUTES OF THE DECEMBER 4, 2017 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: SBC Members

John Pellegrin, Claire Tse, Tracey Wood, Ed Reniker, Cyrus Sobhani, Elizabeth Novak, Eva Freund, Marvin Powell

Staff (Department of Procurement and Material Management)

Cathy Muse, Ron Shoram, Jason Im

Guests

Philip Burks, Omo Igiehon

The meeting was called to order at 7:02 p.m. by Chairman Pellegrin

Minutes from the October 23, 2017 meeting were approved as amended with revisions to the Media Productions Committee report

The SBC highlighted the four commissioner vacancies upcoming in 2018 (Braddock, Dranesville, Mt. Vernon, Springfield)

Election of Officers

- Officers will be elected at the January meeting of the SBC
- Chair Nominees: John Pellegrin, Marvin Powell
- Vice-Chair Nominees: Claire Tse

FAM Construction

- Philip Burks, DBE/SWaM Workforce Manager for the I-66 express lane construction project attended to share information and to solicit community participation to reach DBE/SWaM goals
- FAM Construction will also attend a meeting in early 2018 to present

Committee Reports

Communications

- The Annual Report will be completed prior to the end of the year by Commissioner Reniker

Community Business Partnership – No Report

Economic Advisory Council – No Report

Education and Outreach – No Report

Executive – No Report

Legislative and Policy

- Commissioner Sobhani shared a summary of the December 2017 newsletter
- Action Item:
 - DPMM to update the committees page with the December 2017 newsletter (<http://www.fairfaxcounty.gov/dpmm/sbc/committees.htm>)

Media Productions

- Commissioner Wood shared the link to the Stepping Stones series for promotion by the SBC
- <https://www.youtube.com/playlist?list=PL9D0cdqzRCqBYRAFM5dQsURjTJZliweg>

Office of Emergency Management – No Report

Ombuds – No Report

Strategic Planning

- The Strategic Plan with changes was passed unanimously at the October meeting

Transparency – No Report

Vendor Comments Board – No Report

Vendor Forum

- The 2018 date for the Vendor Forum will be Thursday, October 11, 2018

Old Business – No Report

New Business – No Report

Staff Report

- Ms. Muse discussed the SWaM Vendors Report by the Auditor of the Board
- The SBC website URL will be changed 12/15/2017 - <http://www.fairfaxcounty.gov/smallbusinesscommission>

Adjournment – Chairman Pellegrin adjourned the meeting at 7:50 p.m.